

#07-34
6/15/2007



**** CAREER OPPORTUNITY ****
UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF TEXAS

Position Title: Automation Support Specialist (Help Desk)

Location: Houston, Texas

Closing Date: Until Filled

Salary Range: \$39,322 - \$63,943(CL-25)*
*Salary Commensurate with Qualifications

POSITION OVERVIEW

The Automation Support Specialist provides specialized and routine user support services, including user training and computer problem resolution. Assists in defining and implementing automation training plans. Serves as central point of information and assistance for court automation users.

QUALIFICATIONS

To qualify for the Automation Support Specialist position, a candidate:

- Must have two years work experience, which should be specialized experience with data processing, office automation and data communications functions.
- An associate or bachelor's degree in automation/computer technology is preferred.
- Must be able to deal effectively with judicial officers and Court staff.
- Must be able to troubleshoot and fix technical program problems.
- Must have a working knowledge of Unix, Novell and Windows systems.

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are “at will” employees.

BENEFITS

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

SUBMIT A COVER LETTER AND RESUME WITH SALARY HISTORY TO: U.S. District Clerk’s Office, Attn: Steve Lowe, Personnel Manager, P.O. Box 61010, Houston, TX 77208.

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled. The final candidate may be subject to a records check with law enforcement agencies.

(In-house applicants may apply by submitting a memorandum addressed to the Clerk of Court with copies to immediate supervisor and to the personnel office.)

Applicants may be asked to take proficiency tests.

EQUAL OPPORTUNITY EMPLOYER